

GENERAL ADMINISTRATION COMMITTEE MEETING

February 6, 2013

PRESENT: Thomas, Wiggins, Schwallenstecker, Lewis, Armour, CFO Springer,
Jeanette Baker

Agenda:

1. Review of timesheet for non union personnel
2. Agreement with Spyglass Group
3. Probation Fee Fund

Committee Chairman Thomas called the meeting to order at 5:00 p.m.

Committee reviewed January 2013 timesheets for non-union personnel. Question was asked as to why we are reviewing salaried employees. Chairman Thomas stated so that the auditors have something that say these people are working consistent hours. Thomas noted that yes, they are all salaried employees.

MOTION: Motion made by Wiggins and seconded by Schwallenstecker to approve timesheets for January. All in favor, motion carried.

Item # 2 Agreement with Spyglass Group

CFO Springer has been in recent talks with a “telecomm auditing service” called the Spyglass Group. Springer said that they basically provide a forensic audit on your telecom/phone bills. Springer said the auditing service is provided as a no-cost, no-obligation offer to the county. He also said that he was given several Illinois government references which he contacted – all noted having good experiences. Springer said he spoke with representatives from Rock Island County and Henry County. Springer explained that Spyglass reviews your bills and accounts to see if they find savings or efficiencies. Thomas said that we have cell phones in the Sheriff’s dept and the Highway dept. Springer did not know whether these would be covered under the agreement. Chairman Thomas asked CFO Springer to ask about the cell phone.

Lewis asked how the company makes their money. Springer explained the way Spyglass is able to make money under any agreement. If Spyglass recommends any past (or backward-looking) cost saving that the county should have incurred, they can implement the changes if the county authorizes such --- in this event, the county and Spyglass would split the historical savings 50/50. If Spyglass recommends and recurring cost savings (or forward-looking savings) they would retain the first year’s worth of savings. In other words, the county would cut a check to Spyglass for the first year’s worth of savings in such an instance and then recoup those savings over the course of the first year – making it a net-zero gain or loss in the first year. The county in

this instance would retain 100% of the recurring savings in future years. Springer reiterated that we in no situation are obligated to take any of their recommendations. Chairman Thomas asked if CFO Springer has had the State Attorney look over the agreement. CFO Springer said no, but before the Board approves anything, he would submit to her office.

MOTION: Motion made by Wiggins and seconded by Lewis to recommend to the full board for their consideration pending State's Attorney review. All in favor, motion carried.

Probation Fee Fund

CFO Springer presented this item to the committee after it being referred out of the Finance Committee. The members of the Finance committee previously discussed the item regarding the General Fund paying back the Probation Fee fund for an inter-fund loan made in 2010. It was the Finance Committee's recommendation that the \$59,000 transferred from the Probation Fee Fund to the General Fund was never an inter-fund loan, but a permanent transfer. Springer noted this to the auditors and the auditors told him that in order for them to close the books on this transaction, the board must take action to note this officially as a "permanent transfer."

Lewis and Armour suggested that they felt the Board may be stuck here in having to repay the amount to the special fund. Armour asked that Springer check with the State's Attorney on whether there is any legal precedent that would require the General Fund to pay back the amount since previous minutes of the Board note this transfer as an "inter-fund loan." Armour also said that because in 2011, the county paid back a portion of the \$59,000, he thought legally this could bind us as an admittance of a loan. Springer said he would refer these questions to the State's Attorney before any committee moved forward.

Chairman Thomas suggested this item be re-referred to the Executive Committee where there can be further discussion of some of the members who were on the Board in 2010-2011. Thomas agreed that the State's Attorney should review.

MOTION: Motion was made by Schwallenstecker and seconded by Wiggins to refer to the item to Executive/Budget Committee. All in favor, motion carried.

Wiggins stated that even though this wasn't on the agenda he wanted to mention that the vending machines in the Courthouse do not produce any revenue to his belief. Discussion followed on if any revenue is received on any of the vending machines in the county. Committee suggested discussing with Chairman Dragovich and having him refer to the appropriate committee to consider bidding out.

Adjournment: MOTION made by Wiggins and seconded by Armour to adjourn at 5:25 p.m. Motion Carried.